



United States Department of the Interior

NATIONAL PARK SERVICE

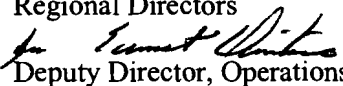
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IN REPLY REFER TO:

MAY 07 2008

(2410)

Policy Memorandum 08-01

To: Regional Directors
From: 
Deputy Director, Operations
Subject: Electronic Concessioner Financial Reporting

The purpose of this memorandum is to announce new procedures for concessioner annual financial reporting. This memorandum and its attachments supersede the requirements contained in NPS-48, Chapter 24, Financial Administration, Sections A.5a and A.8.

The concessioner annual financial report (AFR) has been revised and the submission process automated. Concessioners will no longer have to hand write these forms and will, with some exceptions, be required to submit the forms electronically.

Beginning immediately, concessioners who have not already submitted their 2007 AFRs will be required to use the revised electronic forms. The long and short forms (Form Numbers 10-356 and 10-356A, respectively) are available online along with detailed instructions. The website address is:
<http://www.concessions.nps.gov/AFRReports.cfm>.

The website instructs concessioners on the use of the form, including how to download, complete, and submit using the secure website. Concessioners will be required to obtain a password prior to uploading completed forms on the secure website. A User Guide can also be downloaded to guide the concessioner through the submittal process and is also an invaluable guide for National Park Service employees who may have to respond to concessioner questions.

Once successfully uploaded, copies of the AFR will be forwarded electronically to the region and the park. Concessioners with audit and review requirements will have to provide the opinion letter and the accompanying schedules to the superintendent in the traditional manner; these documents should then be forwarded to the region and subsequently to the WASO Concession Program.

Attached is a letter to be sent to each concessioner in your region. It explains the new reporting requirements and electronic submittal process. Questions can be addressed to Jeannie Short, Accountant, Concession Program at 303/987-6916 or Bob Hyde, Financial Analyst, Concession Program at 202/513-7148.

Attachment

Dear Concessioner,

The electronic version of the Concessioner Annual Financial Report (AFR) is now available. This version is required for all concessioners who have not yet submitted their 2007 AFRs and for all future AFR submittals. The electronic forms are essentially identical to the hard copies approved by the Office of Management and Budget, and previously posted on the Concession Program website. The only difference is that the electronic version does not require data entry for the prior year. Directions for the schedules are available via pop-ups on the electronic forms as well as on the back of the posted hard copies.

All aspects of the electronic submittal will be accessed through a single website: <http://www.concessions.nps.gov/AFRReports.cfm>. From there, you will be able to download the long form, the short form, long form supplements for Schedules K and O, and the User's Guide. Of particular importance is the User's Guide which provides information for the whole process and would be helpful to review before starting any of the following steps.

In order to submit your completed forms, you must first request an account and create a password. The link to that website is clearly marked on that same website page and this ensures that you are the legitimate concessioner and that your information is secure and protected. Once the identifying information is submitted, the WASO Concession Program will verify the information and notify you by email that your account has been activated; you are then ready to submit your completed electronic AFR.

If you are required to submit a review or audited report, then an original signed copy of the independent accountant's report must be submitted to me in addition to the electronic submittal. Similarly, franchise fee payments should be made in the same manner as previous years.

If the use of this version is not possible or if you desire an extension, please submit a written request to me outlining the reasons or problems you face.

If you have questions on reporting requirements, the new schedules, or on the use of the electronic AFR, please do not hesitate to contact (the park individual responsible for concession matters – superintendent will provide their park point-of-contact). Please remember that the User's Guide is intended to be an important informational resource and should answer most of the problems you will face.

We are excited by this opportunity to stream-line the concessioner reporting process, and appreciate your assistance in making it possible.

Sincerely,

Superintendent